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Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

POSTGRADUATE RESEARCH STUDENT HANDBOOK 2023/2024

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Overview

This document describes regulations that apply to postgraduate research students registered to the School of Psychology during the academic year 2023/2024. The Postgraduate Handbook is intended to introduce new students to the School of Psychology and provide a reference guide for research students and their academic supervisors. The information provided in this handbook is accurate at the time of preparation. Students will be emailed regarding any revisions, and amended versions will be made available to you on the School's website. Please note that, in the event of any inconsistency between the General Regulations published in the University Calendar Part III Graduate Studies (http://www.tcd.ie/calendar/) and information contained in the handbook, the provisions of the General Regulations will prevail. It is important that this handbook is read in conjunction with the Calendar Part III.

Introduction to the School of Psychology

Our Postgraduate Programme develops high calibre research psychologists who advance psychological science and practice. Leading international experts provide excellent training in research methodology and foster academic excellence in a range of research areas on our M.Sc. and structured Ph.D. programmes. The School encourages active participation in national and international collaborations, and attracts many visiting academics and international graduate students.

The School has a variety of research activities spanning a diverse range of areas. The School is prominently associated with six research groups in the College: The Trinity College Institute of Neuroscience, the Global Brain Health Institute, TRiSS (Trinity Research in Social Science), Trinity Research in Childhood Centre (TRiCC), the Trinity Centre for Global Health (TCGH), the Centre for Psychological Health, and the Centre for Innovative Human Systems. The School is well equipped with a student computer

laboratory, multi-media facilities, EEG and behavioural neuroscience laboratories, video-observation suites and sound attenuated experimental testing suites and fMRI analysis capability. There are excellent contacts with hospitals and medical services. Members of the School receive significant research funding from national and international sources.

Research Facilities and General Resources

School of Psychology Website

The School's web page may be accessed via the address: http://psychology.tcd.ie. In addition, the School's local web pages (https://psychology.tcd.ie/local/) contain important information for registered postgraduate students and require a username and password.

Email

You will automatically be given an email account, username and password when you register with the College. As official University and School correspondence is sent to your TCD email address you must check your email regularly. Email will not be sent to a non-TCD account.

We suggest that you allow time for School staff to reply to an email; it is often not possible to respond immediately but most staff members will try to respond promptly, where possible. If your enquiry is urgent and you do not get a response within a reasonable timeframe, you may check with one of the School's Executive Officers as the relevant staff member may not be available to respond.

School of Psychology Computers

The School has two computer laboratories: one (room 1.34) that contains 40 iMacs and a scanner (text and graphics) and the other (room 1.32) contains 14 iMacs. You

will need a specific username and password (these are different to the ones you use for general computer access in the College) to use these computers – please contact a member of the Technical Team in room AP1.30 or email your request to psytech@tcd.ie. The laboratories are priority booked for undergraduate and postgraduate Psychology classes at regular times during term. At other times they will be available for individual use; consult the notice boards and the "Rules and Regulations" file in the shared folder on each computer for information on the facility, such as opening hours, booking conventions, availability for testing participants, and printing arrangements. A monochrome laser printer (PSYLAB) is located outside the laboratories and a colour laser printer (PSYFIRST) is located outside room 1.19. The printers are operated by a card system, and the cards may be purchased from the card dispenser located outside the laboratories. The cards may also be used in the photocopiers on the ground floor and outside room 1.19. Advice about the use of the computers and printers should be sought from a technical officer (room 1.30).

Psychometrics Tests

All test materials in the School are listed in a database file on the School of Psychology Local web pages (https://psychology.tcd.ie/local/). Further details are available from the Chief Technical Officer, Lisa Gilroy (lisa.gilroy@tcd.ie). To borrow material, you should obtain permission from your academic supervisor, and ensure that Lisa Gilroy is informed of the permission. No test manuals may be taken out of the School. No testing procedures or distribution of questionnaires should be undertaken without prior permission from your academic supervisor. Testing material is usually copyrighted and should not be duplicated. You will need to let Lisa Gilroy know well in advance if you require additional test materials to be ordered from the suppliers – this process can take several months. You are advised to restrict your research requirements to tests currently available in the School as, apart from supply delays, new tests can be very expensive to purchase.

Laboratory Space

If you require laboratory space for carrying out experiments, interviews, tests or using equipment, arrangements are to be made through your academic supervisor.

Accommodation in the School

The School is usually able to provide shared office space for full-time research postgraduates, whose work is based in the School, for two (in the case of M.Sc.) or four (in the case of Ph.D.) years maximum.

School Telephones

Postgraduates may make internal calls on the PG telephones. External calls are limited to those that are necessary and related to research. Personal calls are not permitted from the office telephones. Consult your academic supervisor if you need to make long distance calls. Postgraduates may not use the telephone in the School office. The office cannot accept calls for postgraduates (except in obvious emergencies) and you should inform potential callers of this fact.

Post

You may receive post to the School. Any post received will be available from the Research student post-boxes in the Staff Room (AP1.43).

Photocopying

The photocopiers located in the corridor outside the School's seminar room (AP0.26) and outside room AP1.19 are operated by a card system.

All registered postgraduate students receive 3,000 credits every year. Postgraduates can also get Lisa Gilroy to top up their card and if you buy more than €5 worth of credits you get 10% extra. Additional photocopying may only be undertaken with the permission of your academic supervisor.

The School is not in a position to provide secretarial services to postgraduates. The Students' Union offers a range of services at reasonable cost. If you have special needs of this kind, you should consult your academic supervisor.

Safety and Security

You should familiarise yourself with the School Health and Safety Regulations (see notice-boards) and get to know the layout of the entire School as soon as possible, taking note of the various points of exit, which you might use in the event of a fire. Fire drills are held regularly. Lisa Gilroy is the School's Safety Officer. Our fire wardens are Lisa Gilroy, Rebecca Owens, Ensar Hadziselimovic, June Switzer, Lorraine Ivers, Ann Matthews and Simona Canu. Please inform any of them of any potential sources of danger or problems of safety that you notice.

We have had a number of security problems in the past, from full-scale burglaries to daytime theft of personal effects. From the 6th March 2019, Trinity College is a Smoke-Free Campus. Please note that **it is against the law to smoke in a public building such as the School**. In line with the prohibition of combustible cigarettes in all indoor areas, the use of e-cigarette indoors is also prohibited.

https://www.tcd.ie/about/policies/assets/pdf/Tobacco_E-Cigarette_Policy.pdf

Eating and drinking are also not allowed in the School (excepting designated areas and at official receptions).

Data Protection for Student Data and General Data Protection Regulation

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws

and we have prepared this short guide to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services.

Please ensure you read the full policy on this

https://www.tcd.ie/info_compliance/data-protection/student-data/

The EU-GDPR policy is available at https://www.tcd.ie/info_compliance/data-protection/policy/

All research carried out must comply with GDPR regulations. See

http://www.tcd.ie/info_compliance/data-protection/ and

http://www.tcd.ie/ITSecurity/gdpr/checklist.php

Please ensure you complete the compulsory online training available at

http://www.tcd.ie/info_compliance/data-protection/training/ within one month of your registration.

Postgraduate Representative

Your elected postgraduate representative attends the School's Research Committee and PG Studies Committee meetings. This rep is elected through the Graduate Students' Union.

Student Complaints Procedure

The formal student complaints procedure can be accessed at:

https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf

Dignity & Respect Policy

Trinity is committed to supporting a collegiate environment in which staff, students and other community members are treated with dignity and respect. Bullying and harassment (including sexual and racial harassment) are not tolerated in Trinity. The policy in full is available at https://www.tcd.ie/equality/policy/dignity-respect-policy/

Student Evaluation and Feedback

Postgraduate research students will twice be asked to complete an online survey over a four-year period. This process is managed by the Faculty Offices. Your specific postgraduate course will likely also have their own module and course evaluation procedures.

College Resources

Academic Registry Service Desk

The Service Desk is the public face of the Academic Registry. The team provides an integrated service for prospective students, current students and graduates of Trinity College. The Service Desk can assist with queries concerning application and admissions, registration and record management, student finance, postgraduate studies and examinations. Please expect delays in responses as academic registry handles multiple concurrent student queries.

College Libraries

It takes time to come to grips with a library system as extensive as that of Trinity College and you should not feel embarrassed in seeking help. There are a number of very useful resources describing various aspects of the library system; https://www.tcd.ie/library/using-library/

If you are new to the College, we recommend that you go on a conducted tour of the

Library (ask for information on tours in the library). Above all, do not hesitate to ask the Library staff for assistance - they are well used to confused students (and staff) and are very helpful.

It is imperative that you guard carefully any borrowing privileges that you obtain. Return books promptly when due or when requested to do so, or your borrowing privileges may be withdrawn.

For a charge, the Library will obtain copies of journals, books and theses from other libraries. For a small fee it is possible to obtain photocopies of journal articles and sections of books. The legally permitted amount is stated in one of the aforementioned Library pamphlets.

TCD also has an extensive on-line database of Psychology journals. Electronic journals can be accessed by the College Library website at www.tcd.ie/Library/collections

College Computers

Read the Guide to Computing in College, available from the ISS homepage https://www.tcd.ie/itservices/getting-started/index.php for information on computing resources available.

Postgraduate Supports

The Graduate Studies Office

The Graduate Studies Office is responsible for postgraduate study and their website (www.tcd.ie/Graduate_Studies) contains the regulations and guidelines on the following: Fees and registration; Change of personal details; Thesis regulations;

Academic appeals; Regulations for permission to go "off-books"; Notification of withdrawal; Links to Best Practice Guidelines; and Information on internal and external funding opportunities.

Postgraduate Common Room

The Common room is located in House 7, in Front Square. It is open from 7am to midnight seven days a week. Call into the office to obtain a Common Room key. This room is exclusively for postgraduates and they provide free tea, coffee, magazines and newspapers.

Postgraduate Reading Room

The Postgraduate Reading Room is located in Front Square beside the Exam Hall. It is open from 8am to 12am year-round and requires swipe card access by postgraduate students. The Reading Room offers a quiet place to study while postgraduate students can avail of computer and web access, photocopying and low-cost printing.

Postgraduate Advisory Service

The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience.

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance at all stages of your postgraduate experience .

Contact details of the Postgrad Support Officer and the Advisory Panel are available

on the website: http://www.tcd.ie/Senior_Tutor/postgraduate/

The PAS is located on the second floor of House 27 and is open from 8.30am – 4.30pm, Monday to Friday. Appointments are available from 9am to 4pm by calling 8961417 or emailing pgsupp@tcd.ie

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submissions, academic supervisory issues, general information on Postgrad student life and many others. All queries are treated with confidentiality. For more information, please visit the website.

Disability Service

Postgraduate students (both taught and research) who have a disability are encouraged to apply to the Disability Service for reasonable accommodation as early as possible.

 Supports for Postgraduate Students includes:

1. Academic Support
2. Assistive Technology
3. Occupational Therapy
4. Support on Placements and Internships
5. Preparation for Viva Voce examinations

An application can be made through my.tcd.ie via the 'My Disability Service' tab. Additional information is available in a step-by-step How to apply for Reasonable Accommodations guide.

Any postgraduate student in Trinity (or prospective student) is welcome to contact the Disability Service to informally discuss their needs prior to making a formal

application. Please email askds@tcd.ie or visit the Disability Service Contact page.

https://www.tcd.ie/disability/contact/

https://www.tcd.ie/disability/current/Postgrad.php

https://www.tcd.ie/disability/services/placement-planning.php

Careers Advisory Service

The Trinity Careers Advisory Service website features advice and information to help students and graduates plan their future. Vacancies, presentations and seminar listings are posted regularly at www.tcd.ie/Careers

Student Counselling Service

The service is staffed by qualified psychologists and social workers who are available if you are experiencing either personal and/or academic/study concerns. The services are free and confidential to registered Trinity College students. Contact details are listed at www.tcd.ie/Student_Counselling

General Student Services

A full list of academic services and student support services may be viewed at www.tcd.ie/students

Postgraduate Funding Opportunities

College Awards

Trinity's Postgraduate Doctorate Research Awards

From 23/24 the University has introduced the Trinity Research Doctorate Awards,

with an associated stipend of €25,000 p.a. and fees write-down for the four years (full-time) of a Structured PhD programme / research doctorate.

Conditions of the Award

The conditions of the award are:

- Open only to new entrants to the full-time research doctorate register (EU and non-EU).
- The holders must engage in full-time research and must register for a research doctorate degree at Trinity College, the University of Dublin.
- Continuation on the research register is dependent on evidence of satisfactory annual progress and successful completion of the confirmation process at 18 months after first registration.
- Both the doctorate researcher and supervisor will agree to participate in the pilot rollout of Trinity's Supervisor: Research Student Agreement in 2023-24.

Postgraduate Research Doctorate Awards cannot continue beyond a fourth year on the full-time research doctorate register and cannot be split across doctorate researchers.

Trinity Trust Travel Grant

The Executive Committee of the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences related to their research or for students who wish to carry out research abroad to supplement research already undertaken in Dublin. It is up to the student to submit their supporting documentation completed to the Office of the Dean of Graduate Studies.

http://www.tcd.ie/Graduate_Studies/students/funding/travel-grants/

PG Teaching Opportunities

When funds allow, the School provides additional opportunities for postgraduates,

usually after their first year, to act as teaching assistants: to do demonstrations in practical classes, to take seminars and to mark essays and laboratory reports. This work is paid at agreed College rates (details available in the School office or in the Graduate Studies Office). During the summer, the Director of Undergraduate Teaching and Learning (DULT) will send an email to all postgraduate students in the School, seeking applications for teaching assistant positions available in the upcoming academic year. Interested students should reply to this email or reach out to the DUTL directly to learn more. It is not always possible to accommodate everyone for practical reasons - including the scarcity of funds available - and preference is generally given to more senior postgraduates and those with relevant experience and expertise. The modules taught by members of staff are listed in the School's undergraduate handbook, which is available from the School's course webpage.

External Funding

The Irish Research Council (IRC)

The IRC promotes and supports world-class research in Ireland within and across all disciplines; it is a common source of funding for psychology postgraduates. Applications are assessed on the basis on their excellence and potential by expert panels. Candidates must have the qualifications to register for and complete a masters or doctoral degree by major thesis (i.e., a first or upper second class honours degree). Applicants must be registered by 31st October of the year in question at a third level institute in Ireland for a masters or doctoral degree by major thesis. Scholarships will include fees as well as a maintenance grant.

For more information visit the IRC website at

http://research.ie/funding/

Student Universal Support Ireland (SUSI)

Irish research students who meet the qualifying social welfare payment and (strict)

income conditions may be eligible for a grant under the SUSI Student Grant Scheme. Grants may cover up to the full cost of tuition. They do not include maintenance. For further information https://susi.ie/eligibility/postgraduate-student/

School of Psychology Contacts

Director & Associate Director of Teaching and Learning (Postgraduate)

The Director and Associate Director of Teaching and Learning (PG) are members of the School Executive Committee and report to this committee, the Head of School and Graduate Studies Office. The Director of Teaching and Learning (PG), Dr Frédérique Vallières, chairs the School Postgraduate Studies Committee, which has overall responsibility for the management of postgraduate affairs in the School. The membership of this Committee also includes the Head of School and the Directors of the taught postgraduate courses. The Director and Associate Director of Teaching and Learning (PG), Dr Lorraine Swords, deal with matters relating to students undertaking research for an MSc or Ph.D. qualification. Both Directors have a pastoral role, where a student should feel free to contact them for advice or assistance, in confidence, in any area of difficulty as a postgraduate student. Postgraduates may also contact the postgraduate representatives with any issues pertaining to postgraduate welfare.

Staff in the School of Psychology

Please access staff contact details via the TCD Peoplefinder at http://people.tcd.ie/ or at http://psychology.tcd.ie/staff/

The School's reception number is 00353 1 8961886

School of Psychology Staff and Student Research Interests

Research interests of all academic staff members, research fellows and current PhD students can be viewed on the research section of the School's webpages at

http://psychology.tcd.ie/research/Research-people.php

M.Sc. and General Structure Ph.D. Programme Overview and Regulations

Masters Degree (Level 9 National Framework of Qualifications)

The standard criteria for a masters' thesis in this University:

- The candidate must show evidence that he or she is able to conduct investigation with rigor and discrimination.

- The candidate must show that he or she appreciates the relationship of the subject to a wider field of knowledge (including scholarship).

- The thesis should include some contribution to knowledge, but it is not necessary that it be worthy of publication.

- The thesis must be clear, concise, well written and orderly. Its presentation, general arrangement and style should be satisfactory.

- A thesis must be a candidate's own work.

Research Doctorates (Level 10 National Framework of Qualifications)

The standard criteria for a doctoral thesis in this University:

- It must show evidence of rigor and discrimination, appreciation of the relationship of the subject to a wider field of knowledge/scholarship

- Make an appreciable, original contribution to knowledge; it should show originality in the methods used and/or conclusions drawn

- Must be clear, concise, well written and orderly and must be a candidate's own work.

The use of paid professional copy-editing services for the preparation of a Masters or Doctoral thesis is not permitted and will be considered a breach of the examination regulations. In certain exceptional cases, students registered with the College Disability Service may, following consultation with the Dean, be permitted to avail of paid professional copy-editing services.

Registration

College registration for all students is carried out online via the web portal https://my.tcd.ie. You will receive your portal login details via email. Once you have successfully completed online registration, you will be able to collect your TCD student ID card in person from the Academic Registry, Watts Building.

Supervision

Please consult the College Calendar Part III; https://www.tcd.ie/calendar/graduate-studies-higher-degrees/: Role of Academic supervisors and Eligibility to Supervise Research Students to learn more about the role of the research academic supervisor. Contact with your academic supervisor should be arranged at least on a monthly basis during statutory term. If circumstances dictate that an academic supervisor is unavailable for a significant amount of time, an alternative academic supervisor may be appointed for this time period. Academic staff members on contract may be appointed as principal academic supervisor but, in such cases, a permanent staff member must also be nominated as co-academic supervisor.

Please refer also to the Best Practice Guidelines on Research Supervision for Academic Staff and Students available at https://www.tcd.ie/graduatestudies/assets/pdf/supervision-guidelines-22.pdf

Required elements

In this School it is usual for research to involve the collection of data, whether qualitative or quantitative. If you plan to carry out a purely theoretical thesis, permission should be sought from the Director of Teaching and Learning (PG). In the case of Masters' theses the normal degree awarded is an M.Sc.

Full-time postgraduate students are expected to work a calendar year and to occupy the office space allotted to them. However, the pursuit of research will obviously

lead to periods when these requirements cannot be met. Discuss the matter with your academic supervisor if you will not be in the School for some time.

Completion of Prescribed Taught Elements

All incoming PhD students must complete the 5 ECTS **Module CA7000: Research Integrity and Impact in an Open Scholarship Era.** The module is delivered online and may be taken at any stage prior to the student undertaking his or her confirmation/transfer process (within the first 18 months on the register).

Rationale

The concept of open scholarship has radically altered the way in which academic research operates in Europe, providing as it does both opportunities and challenges for research students. In addition, funders are increasingly demanding that researchers, including research students, must, as a pre-requisite to securing grant funding, have undertaken some training in research ethics. Finally, there are increasing pressures on students, as they conduct research, to be aware of and comply with obligations under intellectual property and data protection law and indeed to ensure the proper management of their research data. This course seeks to provide all Trinity PhD students with the tools necessary to navigate these issues as they proceed with their research.

The module comprises a suite of workshops focusing on the challenges and opportunities referenced above. Students will undertake online workshops dealing with (a) Intellectual Property and Data Protection concerns (b) Research Data Management and the Construction and Application of Data Management Plans and (c) Research Communication and Impact in an Open Scholarship era. In order to accrue the 5 ECTS, participants will be expected to complete the various online components of the course and the prescribed assessments.

Further Prescribed Taught Elements

Students must study a minimum of taught components equating to 10-ECTS credits. **Some Schools may have specific regulations that require students to obtain more than 10-ECTS of credit or may specify modules that students must take to fulfil their requirements. Please familiarise yourself with the specific requirements within your individual School.**

There is a range of generic skills modules which are offered by the Library, Trinity Careers Service, Centre for Academic Practice and e-Learning (CAPSL) and Trinity College Student Learning and Development all of which should provide students with invaluable skills that will both assist them in their PhD work but will also be useful generally.

For students who are not constrained by the approach in their School, there is a vast array of options available to them to fulfil the taught components of the structured PhD, which can be accessed at the following link **Taught Modules within the Structured PhD.**

Structure PhD Module offered by the School of Psychology

Conducting Research in Psychology (PS7130)

Module Coordinators: Dr. Frédérique Vallières/ Dr. Lorraine Swords

Lecturers: School of Psychology Academic Staff

Contact Hours: 12/13 seminar hours; 200 hours of independent study

ECTS Value: 10 ECTS

Rationale and Aims

This module will feature a series of master classes and workshops designed to be of use to you as you progress through your PhD. Led by School of Psychology based Principal Investigators, lectures are meant to be practical, hands on, and with built-in exercises that will give you time in class to apply these practical skills to your own work and careers. It is also situated within the strategic perspectives of both College and the School in terms of providing an overview of the potential for consolidating research capacity for knowledge transfer and innovation. The basis of the module is that students will gain a broad understanding of, and draw upon the wealth of knowledge, skills and experience of those who have gone on to build careers in academia, post-PhD.

For whom is the module intended?

Ph.D. students (to be undertaken within the first 18 months of registration).

Is it mandatory or optional?

Mandatory unless an alternative and appropriate module carrying 10 ECTS has been agreed by the student's academic supervisor and the Director of Teaching and Learning (PG).

You must be registered on the College timetabling system to attend this module. Please contact the Academic Programmes' Administrator, Luisa Byrne

(byrnelu@tcd.ie) to register.

Learning Outcomes

On successful completion of this module, students should be able to:

1. Critically approach academic reading and writing;
2. Describe key ethical considerations of conducting research in psychology, including considerations for working with marginalised populations;
3. More effectively plan for and manage emerging risks within the research process;
4. More effectively disseminate their research findings to both academic and non-academic audiences
5. Confidently and effectively prepare for their dissertation write-up, submission, and defense.
6. Plan for their careers post-PhD

Assessment Method

Each master class will have a set assignment. Students will choose one assignment to complete and this will constitute 100% of the assessment of this module. The assignment will be graded either on a pass/fail basis and must be passed for successful completion of the module.

Evaluation

This module will be evaluated by students by means of a CAPSL survey, which will be requested by the School. All feedback will be noted and incorporated in module design where appropriate for delivery of the module in subsequent years.

School Research Seminars (in addition to Taught Modules)

Held regularly during term time, the School's Research Seminar series is a great way to meet other students, faculty, and to gain exposure to remain up to date with

current research in the field. Attendance is strongly encouraged for staff and all students and **is a requirement for all first-year students. Attendance will be taken at each one.** All seminars are followed by a complimentary lunch. Email reminders are sent weekly and an updated list of scheduled speakers kept on the School website.

A list of speakers for 2023/24 an be found here:

https://psychology.tcd.ie/news/articles/2022/Seminar-Series.php

Additional modules that may be of interest can be viewed at

https://www.tcd.ie/graduatestudies/students/research/structured-phd-modules/

Academic Integrity

Throughout your studies in Trinity College Dublin you will develop and write assignments that require research. You will be expected to understand and build upon the work of others. This requires acknowledging correctly and fully the contributions of others to your own scholarship. You are expected at all times to take responsibility for the integrity of your work as you advance knowledge in your field of study.

It is _your_ responsibility to ensure that you do not commit academic misconduct.

You must read the University of Dublin Calendar Part III, sections 50 - 55 on plagiarism. The University of Dublin Calendar refers to various levels of academic misconduct. What constitutes academic misconduct at a particular level, and the consequences of being found to have committed academic misconduct at that level, are detailed here: https://libguides.tcd.ie/academic-integrity/levels-and-consequences

Calendar Statement on Plagiarism for Postgraduates - Part III

1. General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. However, it is essential that we do so with integrity, in an open and explicit manner, and with due acknowledgement. Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society may be considered as academic misconduct. Examples of academic misconduct include, but are not limited to:

• Plagiarism - presenting work / ideas taken from other sources without proper acknowledgement. Submitting work as one's own for assessment or examination, which has, been done in whole or in part by someone else, or submitting work which has been created by using artificial intelligence tools, where this has not been expressly permitted.

• Self-plagiarism - recycling or borrowing content from the author's own previous work without citation and submitting it either for an assignment or an examination.

• Collusion - undisclosed collaboration of two or more people on an assignment or task, or examination, which is supposed to be completed individually.

• Falsification/fabrication.

• Exam cheating - action or behaviour that violates examination rules in an attempt to give one learner an unfair advantage over another. 1 1 This section has been developed in consultation with resources developed as of May 2023 by the National Academic Integrity Network. https://www.qqi.ie/what-we-do/engagement-insights-and-knowledge-sharing/national-academic-integrity-network 31

• Fraud/impersonation - actions that are intended to deceive for unfair advantage by violating academic regulations. Using intentional deception to gain academic credit.

• Contract cheating - form of academic misconduct in which a person uses an undeclared and/or unauthorised third party to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved. Contract cheating is any behaviour whereby a learner arranges to have another person or entity ('the provider') complete (in whole or in part) any assessment (e.g., exam, test, quiz, assignment, paper, project, problems) for the learner. If the provider is also a student, both students are in violation. Further examples of the above available at https://www.tcd.ie/teaching-learning/academic-integrity/.

2. Academic misconduct in the context of group work

Students should normally submit assessments and/or examinations done in co-operation with other students only when the cooperation is done with the full

knowledge and permission of the lecturer concerned. Without this permission, submitting assessments and/or examinations which are the product of collaboration with other students may be considered to be academic misconduct. When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised, or that any other academic misconduct has taken place. In order to avoid academic misconduct in the context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own. Should a module coordinator suspect academic misconduct in a group assignment, the procedure in cases of suspected academic misconduct must be followed for each student.

3. Avoiding Academic Misconduct

Students should ensure the integrity of their work by seeking advice from their module coordinator or supervisor on avoiding academic misconduct. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding academic misconduct is available at https://libguides.tcd.ie/academic-integrity.

4. Procedure in cases of suspected academic misconduct

If academic misconduct as referred to Section 49 of the Calendar is suspected, in the first instance, the module coordinator may choose to arrange an informal meeting with the student to discuss the instance of concern. Following this informal meeting, or if a meeting is not necessary, the module coordinator must complete the Academic Integrity Form accessed via https://www.tcd.ie/teaching-learning/academic-integrity/) which will provide an indicative score and level, as below:

• Level 1: (0 - 200) – Poor academic practice

• Level 2: (201 – 250) – Academic misconduct (minor)

• Level 3: (351 – 500) – Academic misconduct (major)

• Level 4: (500+) – Academic misconduct (severe)

Levels 1 – 3 are normally managed by the School, and all Level 4 cases will be referred directly to the Junior Dean.

Level 1 (0 – 200)

Scores in the range 0-200 are considered to reflect poor academic practice and level 1 consequences should apply. The module coordinator must inform their School's Director of Teaching and Learning (Postgraduate), or their designate, who will either approve the outcome, or if they form the view that the misconduct is more serious, agree an alternative level with the module coordinator.

Levels 2 – 3 (201 – 500) The module coordinator must inform their School's Director of Teaching and Learning (Postgraduate) or designate of the suspected infringement and proposed consequence. If the Director or designate approves the recommended consequences, the module coordinator will write to the student advising them of the suspected infringement of academic integrity, offering them the option of an appropriate consequence should they admit that misconduct has taken place. If the Director or designate forms the view that the alleged misconduct requires further investigation, or if the student disputes the academic misconduct or the consequence, it will proceed to the Academic Integrity Meeting.

5. Academic integrity meeting

The Director of Teaching and Learning (Postgraduate), or their designate, writes to the student indicating the nature of the suspected academic misconduct and the evidence for it, and inviting the student to:

a) respond to the suspicions by completing and submitting the Academic Integrity Response Form (accessed via https://www.tcd.ie/teachinglearning/academic-integrity/ within an appropriate timeline determined by the School.

b) indicate whether or not they (and a representative) plan to attend an Academic Integrity Meeting on a specified date.

c) If the student and or/representative is unable to attend, or chooses not to attend, the meeting will take place as planned.

The Academic Integrity Response Form will be the student's submission to the meeting.

The Academic Integrity Meeting is attended by:

d) DTLP or their designate (Chair)

e) two academic colleagues from the School (at least one from the discipline to which the module belongs)

f) the student (and/or a representative of the SU), if they wish

g) the coordinator of the module, if they wish, but only to present additional evidence

The Academic Integrity Meeting considers:

h) the assessment or examinations(s) in question

i) the Academic Integrity Form (and any verbal submissions by the module coordinator, if present)

j) the student's Academic Integrity Response Form (and any verbal submissions by the student if present)

The Academic Integrity Meeting assesses the abovementioned evidence in order to determine at what level (if at all) academic misconduct has occurred and selects a consequence appropriate to that level, giving due consideration to any mitigating circumstances. Minutes of the meeting must be recorded. The Chair completes the Academic Integrity Meeting Decision Form (accessed via https://www.tcd.ie/teachinglearning/academic-integrity/) which is submitted for approval to the Dean of Graduate Studies. The Dean of Graduate Studies may approve or reject the recommended penalty or seek further information before making a decision. If they consider that the consequences provided for under the above procedure are inappropriate given the circumstances of the case, they may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under Section 5 (Other General Regulations). If the Dean of Graduate Studies approves the recommended consequence, the Chair communicates the decision to the student.

6. Consequences in cases of suspected academic misconduct

If the instance of concern can be dealt with under the above procedure, one of the following consequences will be recommended:

Level 1 (0-200): Poor Academic Practice/Conduct

- Mandatory academic integrity training is required.

- Informal warning – a record is kept for the duration of the learner's enrolment on the programme of study to inform any future instances of concern.

- The work must be corrected. The student is required to amend all elements identified as poor academic practice. Other content may or may not be altered as appropriate to the assessment and as determined by the School. The corrected work

will be assessed. In the case of examinations, the work must be reassessed. The mark for the component/assessment/examination may or may not be reduced.

Level 2 (201-350): Academic Misconduct (Minor Infringement)

- Mandatory academic integrity training is required.

- Formal warning – a written warning is issued by the DTLP or designate, and the instance of academic misconduct is recorded for the duration of the learner's enrolment on the programme of study.

- The work must be resubmitted. The student is required to amend all elements identified as breaching academic integrity. Other content may or may not be altered as appropriate to the assessment and as determined by the School. The resubmitted work will be assessed. In the case of examinations, the work must be reassessed. The component/assessment/examination mark will be reduced or capped at the pass mark and might not be confirmed until the reassessment Court of Examiners.

Level 3 (351-500): Academic Misconduct (Major Infringement)

- Mandatory academic integrity training is required.

- Formal warning – a written warning is issued by the DTLP or designate, and the instance of academic misconduct is recorded for the duration of the learner's enrolment on the programme of study.

- The work must be resubmitted at the reassessment session. The student is required to amend all elements identified as breaching academic integrity. Other content may or may not be altered as appropriate to the assessment and as determined by the School. In the case of examinations, the work must be reassessed. The mark for the module will be capped at the pass mark and will not be confirmed until the reassessment Court of Examiners.

Level 4 (501-615): Academic Misconduct (Severe)

- The Case will be referred directly to the Junior Dean.

If the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate), or designate, feels that the consequences provided for under the academic misconduct procedure are inappropriate given the circumstances of the case, they may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under conduct and college regulations §2.Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

How Plagiarism is Detected

Lecturers and examiners will be familiar with key sources and will notice when information has been used from them, as well as differences in style, terminology and accuracy in an essay.

In addition, many staff in Trinity use software called Turnitin and SafeAssign to check written submissions for plagiarism. These compare submitted work to a database of websites, articles and previously submitted assignments. They then calculate how much of the work is original, and what needs to be examined to make sure you have used references to correctly cite others' words and ideas.

Postgraduate Submissions

During the course of your study, you will be required to submit written material that adheres to the APA 7th Edition reference style. Please consult the APA 7th Edition manual for guidance on the School of Psychology's academic practice for referencing. All written submissions must be accompanied by a signed 'plagiarism declaration form' that can be obtained from the programme Executive Officer.

Compulsory Tutorial

All students must complete the **Ready Steady Write** plagiarism tutorial, a resource developed by the Centre for Academic Practice and eLearning (CAPSL) at Trinity College Dublin, to help you understand and avoid plagiarism and develop your academic writing skills and academic integrity. It is designed so that you can view it from beginning to end or in sections and topics. The tutorial is at:

https://libguides.tcd.ie/academic-integrity/ready-steady-write

Submission Guidelines

Every coversheet that is attached to submitted work must have a completed declaration confirming that:

1) You have completed this tutorial;
2) You have read the College Calendar entry on plagiarism.

Some useful links:

- Academic Integrity homepage (formerly Avoiding Plagiarism): https://libguides.tcd.ie/academic-integrity
- Ready Steady Write tutorial: https://libguides.tcd.ie/academic-integrity/ready-steady-write
- Coversheet declaration: https://libguides.tcd.ie/academic-integrity/declaration
- Levels and consequences: https://libguides.tcd.ie/academic-integrity/levels-and-consequences

Learning Agreement

On or before registration, the academic supervisor will complete a Learning Agreement Form stating what taught modules or training requirements the student must successfully complete to ensure his/her academic progression. This form must be signed by both the academic supervisor and the student and will act as a contract upon which continuation on the masters/Ph.D. register will be based.

Taught modules totaling a maximum of 30 ECTS may be prescribed by the academic supervisor over years 1 and 2 on the register.

All required assessments, coursework or training requirements must be completed no later than **the end of June** annually to allow time for supplemental sittings/submissions in the case of failure at the first attempt or incomplete/failed coursework or project submissions. All required assessments must be successfully completed prior to registration in order for a student to be deemed eligible for progression to the next academic year.

Ethics Approval

All research conducted in the School of Psychology involving human participants requires ethical approval from the School of Psychology Ethics Committee. It is now a requirement that records of approval for the research conducted for the thesis is submitted with the thesis in an appendix.

For guidelines please see the web site:

https://psychology.tcd.ie/local/Ethics/index.php

All proposals for ethical approval must be discussed with your academic supervisor prior to application.

Probation and progress on the M.Sc./Ph.D. register

Please read the guidelines below in conjunction with the Calendar, Part III paragraphs 13: Probation, Progress and Continuing Registration on the Research Register and 14, 15 Confirmation of the continuation on the Ph.D. register.

The first year of registration is probationary for all students. The progress of postgraduate students will be reviewed each year at **mandatory** progress meetings.

The academic supervisor and/or the Director of Teaching and Learning (PG) may employ whatever form of assessment is deemed appropriate as part of this process. The student and academic supervisor must complete an annual progress report form, which is the basis for the progress meeting. If progress or contact is unsatisfactory, academic supervisors may make a recommendation to the Dean of Graduate Studies that a student's registration be terminated.

Attendance

Registered students are required to attend College full-time, unless research activities require alternative location for testing/field-study. In special circumstances, students will be permitted to carry out research in another institution. Applications to carry out research outside College must be sought from the Dean of Graduate Studies, supported by the academic supervisor/Director of Teaching and Learning (PG).

Annual Progress Overview (Progress Meetings)

This section should be read in the context of the Calendar Part III, Confirmation of the continuation on the Ph.D. register. The Calendar codifies the central role of academic supervisor in relation to supervision and progress, and also specifies the role and responsibilities of Head of School in relation to research students, which in the School of Psychology, is delegated to the Director of Teaching and Learning (PG). It should be noted that the first year of research is regarded as probationary and

therefore progress review at the end of the first year is particularly important. The objective of this model is to support the student-academic supervisor relationship and facilitate progress of the research.

Thesis Committee

Each postgraduate student will be assigned a thesis committee comprising two members of the School's academic staff within 8 weeks of registration. The function of the thesis committee is to review student progress and to provide academic support to the thesis as it progresses. This should both maximise the opportunity for constructive advice and support to the student as well as help to foster a common idea of standards that are appropriate to different areas of research in the School.

In consultation with the student, the academic supervisor(s) nominates one academic to be a member of the thesis committee; it is recommended that you choose an academic who is working in an area reasonably close to your research topic. The Director of Teaching and Learning (PG) will nominate a second academic member of the committee, subject to the willingness of the academic(s) to act in this capacity. Academics are appointed for the duration of the student's time as a registered postgraduate but may be changed at the request of the student, the academic supervisor, or the academic him/herself. Thesis committee members may also act as internal examiner for a thesis.

The role of the thesis committee is to:

- take part in the annual progress activities outlined below

- make recommendations about confirmation of registration status

- be available to the student for occasional advice additional to that provided by the academic supervisor on academic or other matters as appropriate

The role of the appraiser is not to replace the academic supervisor or to provide an alternate supervision route.

Progress Meetings

Research applicants intending to complete a Ph.D. in the School are placed directly onto the Ph.D. register. In exceptional cases individuals may be allowed to enter on to the Masters' register in the first instance but, where satisfactory progress is made, will be permitted to progress to the Ph.D. register.

A progress meeting for each research postgraduate, comprising the student and their thesis committee takes place at least once a year, prior to the continuing registration of the student in order to review progress and deal with any issues that may arise. The student's academic supervisor may attend part of the meeting if he/she wishes. A short report on the meeting, drafted by the thesis committee and reviewed and signed by the Director of PG Teaching & Learning will be kept on the student's file in the School and made available to the thesis committee at future meetings. The student and their academic supervisor will also be furnished with a copy of this report.

New students: Year 1 full-time and part-time

As the first year of registration is probationary, all students in their first year (including those who intend to exit with an M.Sc. award) must present their research to members of academic staff, the appointed thesis committee and fellow students.

September entrants: the compulsory presentation and progress meeting will take place in revision week in **JUNE** annually. Students will be advised of a date and time for their presentation and should schedule their progress meeting for the same day. If this is not possible, the meeting must be scheduled as soon as possible thereafter.

March entrants: the compulsory presentation and progress meeting will take place in revision week in **JANUARY** annually. Students will be advised of a date and time for their presentation and should schedule their progress meeting for the same day. If this is not possible, the meeting must be scheduled as soon as possible thereafter.

Continuing students

September entrants:

Progress meetings usually take place by the end of June of each academic year for continuing students. This committee can also meet at any other time if requested by any member or the Director of Teaching and Learning (PG). The thesis committee may be consulted by the student without requiring a committee meeting.

March entrants:

Progress meetings usually take place by the end of January of each academic year for continuing students. This committee can also meet at any other time if requested by any member or the Director of Teaching and Learning (PG). The thesis committee may be consulted by the student without requiring a committee meeting.

Progress reports (see https://www.tcd.ie/graduatestudies/students/research/) should be returned to the Director of Teaching and Learning – Postgraduate) by 30 June for September registrants and 30th January for March registrants. Please email psychresearch@tcd.ie

Unsatisfactory progress:

In the case where academic progress is deemed by the thesis committee or the academic supervisor to be unsatisfactory, a third panel member may be appointed by the Director of Teaching and Learning (PG) to review the student's progress to date at a second interview. The findings of all three panel members will be submitted for consideration by the Director of Teaching and Learning (PG) who will then call a meeting, attended by the student's academic supervisor, the thesis committee members and such other members of staff as may be appropriate. The student will be given the opportunity to attend this meeting with representation and to address those present should they so wish. The Director of Teaching and Learning (PG) will then make a decision based on the findings at this meeting and proceed in line with guidelines set out in the Trinity College Calendar, section 15.

The progress evaluation system is a compulsory process that must be adhered to. Failure to do so could result in termination of registration. However, more importantly, this process is intended to provide additional support and structure to ensure the successful completion of the thesis in a timely fashion.

If stipulations have been made about specific reading, study or coursework to be undertaken by a new student, progress in fulfilling this requirement should be assessed in the annual review meeting.

Confirmation on the Ph.D. register – Year 2/PT 3 students

It is imperative that the first progress meeting should take place **within the first 12 months** of registration. This must be preceded by the presentation of research to date to the School. In the event of unsatisfactory progress at this point, all supplementary tasks/meetings must be concluded within 18 months of initial registration at which point a final decision about the registration status of the student will be made and communicated to the Dean of Graduate Studies.

Those registered to the Masters register in the first instance and who wish to transfer to the Ph.D. register should complete the transfer process within the first eighteen months of registration for full-time students and within a further twelve months allowed for part-time students. In addition to the completion of the annual progress evaluation process and submission of a transfer request form, students wishing to transfer must ensure they have presented their research to date including a proposal for Ph.D. level research to members of the School of Psychology. **This presentation must precede the progress meeting.** At least one of the appointed members of the thesis committee must attend this presentation.

In addition to the annual progress meeting, there is a **Confirmation meeting** held approximately eighteen months from the start date of your registration. This

timeline is extended by a further year for Ph.D. students on the part-time register from year 1. As part of the process each Ph.D. student must prepare a Ph.D. Confirmation Report. Guidelines to help you complete the report are issued by the appropriate Director of Teaching and Learning (Postgraduate). A draft of the confirmation report is given to the Supervisor in time for them to read it and provide feedback before submission.

Ph.D. students then attend a Ph.D. confirmation interview. The Ph.D. confirmation panel for each student is appointed by the Director of Teaching and Learning (Postgraduate) and consists of the Director of Teaching and Learning (Postgraduate) or his or her nominee and thesis committee members. The Supervisor cannot be a member of the Ph.D. confirmation panel, but the Supervisor (and Co-Supervisors) are present at the interview. When necessary, an external discipline expert may be appointed. The Supervisor's attendance at the interview ensures that he or she is aware of the panel's critique of the student's work.

Written feedback is given to the student as soon as possible after the Ph.D. confirmation interview. The recommendations of the panel are: (a) continuation on the Ph.D. register, (b) continuation on the Ph.D. register after some minor changes have been made to the Ph.D. confirmation report, (c) continuation on the Ph.D. not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter, (d) a recommendation to change to the general Masters register to submit a Masters thesis, or (e) not to continue as a postgraduate research student.

ALL relevant forms are available on the PG pages of the School's local pages on the website.

<u>Minimum requirements for Confirmation Meetings (they have to happen within the 18 months since the registration)</u>

1. Completed compulsory online 5 ECTS module; CA7000: Research Integrity and Impact in an Open Scholarship Era

2. Completed another 5 ECTS module minimum (30 ECTS maximum combined)

3. Formulated detailed research proposal and research question(s)

4. Formulated study design (specify briefly)

5. Completed literature review or equivalent substantive piece of

6. Obtained ethical approval and institutional/organisational access where relevant

7. Commenced data collection

8. Completed, or in process of, completing any required specialist training

9. Produced a clear timeline for project (Gantt chart) and details of the plan of research that has been agreed for the next 12 months

Appeals Process

Please consult f the Calendar Part III for details on the 'Appeals Process for Graduate Students'.

Research Presentations

For year 1 and part-time year 2 students

As the first year of registration is probationary, all students in their first year (including those who intend to exit with an M.Sc. award) must present their research to members of academic staff, the appointed thesis committee and fellow students. A date will be scheduled annually and all first year students will present their research on that day. September entrants will present in June in Hilary term of that same academic year; March entrants will present in December in Michaelmas term of the following academic year.

For final year students completing their oral viva voce examination

Ph.D. students in their final year will present their completed research to the School on the day of their Viva Voce examination before the actual oral examination. This will be scheduled by your academic supervisor and attended by the School academics, postdoctoral fellows, research staff, UG and PG students and by the Internal and External Examiner of the candidate's doctoral thesis. This is an opportunity to present your research to the examiners and to update the wider School community on your completed work.

Pre-viva Presentation

You are invited to design your own presentation within the time available, 30 minutes talking as a rough guide. There are lots of templates available to organize your presentation, you could choose one or prepare/develop one of your own. The development of your thesis presentation is your first opportunity to showcase your work to the examiners.   The content should of course be determined by the content in your thesis.   But remember you are likely to be the most knowledgeable person in the room about your topic and this is an opportunity to direct the examiner's attention by clearly articulating what you consider to be your most important and most interesting findings and recommendations. Briefly review the current

literature, but more importantly put your research into context. What have you done (or what are you doing) that no one else has done? As you introduce your research you'll likely explain why you're doing it, but make sure you also explain why this matters for the field. What are the overall conclusions from your work and how can you explain and prove the things you've concluded? Even more important than justifying your work is justifying your conclusions.

Requests for Extensions

The maximum period before submission of a thesis for students on the full-time masters and Ph.D. register is two and four years respectively, with three and six years applying to part-time students. Requests for extensions must be submitted before the allocated time allowed has lapsed.

In special circumstances, an academic supervisor may request that a student be permitted to go 'off-books' for up to one year. This request must be made by the student's academic supervisor to the Dean of Graduate Studies as outlined in the College Calendar, Part III.

Dean's Grace

The normal deadline for thesis submission is the last day of August for September registrants, and the last day of February for March registrants. Dean's Grace of one month free of fees to submit is granted by the Dean of Graduate Studies and is automatically applied to all research students registrations in their expected final year (this is end year 2 for fulltime Masters by research candidates; end year 4 for fulltime PhD candidates; end year 3 for part time Masters by research candidates and end year 6 for part time PhD candidates).

Dean's Grace only applies for the following dates: 1 September to 30 September for September registrants, and 1 March to 31 March for our March registrants.

Other regulations

Thesis Submission

The normal deadline for thesis submission is the last day of August for September registrants, and the last day of February for March registrants. Consult the Calendar Part III for regulations on theses submission. The School requires you to submit the thesis electronically. Further information on the thesis submission, including the Thesis Submission form, can be found on the Graduate Studies website:

https://www.tcd.ie/graduatestudies/students/research/

Procedure for Examination of a Candidate

Please read in conjunction with relevant paragraphs of the College Calendar, Part III.

It is important to note that the submission of a thesis is at the discretion of the candidate. However, at least one month prior to submission an 'Intention to Submit' form must be completed by both the candidate and his/her academic supervisor and submitted to ethesis@tcd.ie

The Director of Teaching and Learning (PG), in consultation with your academic supervisor, will nominate an external and an internal examiner who submit independent reports on your thesis. In the case of a Ph.D., an oral (*viva voce*) examination is usual. For a Master's examination a *viva* will only be arranged at the request of either examiner or the Director of Teaching and Learning (PG), typically there are no *viva voce* exams for Masters' theses. The reports go to the Dean of Graduate Studies who communicates them to Council. It is the University Council that approves the award of the degree.

Information on the viva procedure can be found on the Graduate Studies website:

https://www.tcd.ie/graduatestudies/assets/pdf/PhD-Viva-Guide-Digital.pdf

Normally the *viva voce* examination for doctoral candidates and other research degree candidates, where applicable, will take place at a Trinity College Dublin campus with all parties – student, examiners, Chair and, where appropriate, the student's supervisor(s) present. However, under exceptional circumstances, a *viva voce* may be conducted virtually. The guidelines can be found on the Graduate Studies website:

https://www.tcd.ie/graduatestudies/assets/pdf/virtual-viva-guidelines-apr20.pdf

Theses are typically "referred back" to the student for correction or revision. In such

cases a brief joint summary of the strengths and weaknesses of the thesis is made available to the student so that the necessary improvements can be made.

Thesis word count

As per the Calendar, Part III, a thesis must be written concisely. Normally a Ph.D. thesis should not exceed 100,000 words of text (exclusive of footnotes and bibliography) and an M.Litt. or M.Sc. (by research) thesis, 60,000 words of text (exclusive of footnotes and bibliography), and for scientific or technical subjects will normally be shorter. If a thesis is likely to exceed these limits, the Dean of Graduate Studies must be advised of its estimated length and her/his permission obtained at an early stage in the writing. Additional material, such as numerical appendices, listings of computer programs and textual footnotes, may be bound in a separate volume. Where the combined length of text, footnotes and appendices, etc., exceeds 400 pages the thesis must be bound in two volumes. However, depending on the subject nature of the thesis, word count guidelines as above may not apply. Please consult with your academic supervisor for advice on an acceptable length for your particular piece of work.

There is a very helpful 'PhD Viva Guide' available at
https://www.tcd.ie/graduatestudies/students/

Dissemination of Results

It is vital to your research that you disseminate the results to the wider psychological community. The two primary ways to achieve this aim are through the presentation of your work at conferences, and through its publication in reputable journals.

The Trinity College Library also has a facility, which you are urged to avail of, called TARA (Trinity's Access to Research Archive) for the publication of theses and dissertations. TARA is an open access repository, which means that the full text of the work deposited here is freely accessible to the world via the web. Access is restricted only in unavoidable instances, for example where publisher copyright restrictions prevail. However over 90% of scholarly publishers worldwide now allow some version of the documents they publish to be made available in a repository such as this. You may choose to deposit the work yourself or submit to a member of Library staff who will make it available online on your behalf.

Conferences

You are encouraged to make every effort to attend conferences and to present your work at them. Conferences are an excellent means by which you can keep up with contemporary developments in your field (bear in mind that some published work has a two-year time-lag between the time it was carried out and the time it appears in print in a journal). Presenting the results of your work at a conference keeps the wider community appraised of its (and your) existence. You will gain valuable experience, and constructive feedback. For information on forthcoming conferences, consult the Conference noticeboard in the reception area, the Irish Psychologist's national and international diary columns, and your academic supervisor. Financial assistance such as the Trinity Trust Travel Grant is available towards part of the costs of travel in relation to your research, such as conference attendance, or the presentation of a paper at a conference. The Executive Committee of the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences related to their research or for students who wish to carry out research abroad to supplement research

already undertaken in Dublin. Guidelines and the application form may be obtained directly from the Graduate Studies Office. Awards are made quarterly and applications must be made in advance of travel. Please visit

www.tcd.ie/Graduate_Studies/students/funding/travel-grants

 for more details.

Publications

You are urged to submit your research for publication in reputable journals in your field. You should consult your academic supervisor for advice on such matters as the components of your body of work, which can best be written-up for submission, the appropriate junctures in your postgraduate career to write-up and submit work, the most suitable journals to submit your work to, and so on. Be prepared for rejection from journals initially - it is rare for a paper to be accepted in the best journals without revisions. Don't be discouraged by the referees' comments; they usually contain helpful criticisms. Recent publications by staff can be accessed on the School web page.

Be sure to clarify the authorship of the paper with your academic supervisor: a general principle is that the major contributor to the research and write-up is listed as the first author of the paper. There are different sorts of collaboration between postgraduates and academic supervisors, and so you will need to reach an agreement on authorship that is suitable to your arrangement. For example, the academic supervisor would be included as a co-author if he or she contributed to the research through his or her supervision. You will be aware, of course, that authors must not use the data or work of others without their permission and proper acknowledgement.

Further Information on Regulations

Please consult the College Calendar; https://www.tcd.ie/calendar/graduate-studies-higher-degrees/introduction-and-general-regulations.pdf

For more information please see Graduate Studies website

(it is strongly recommended that each research student consults all materials on this website):

https://www.tcd.ie/graduatestudies/students/research/

In particular please check Postgraduate Research Student Handbook (College)

https://www.tcd.ie/graduatestudies/assets/pdf/research-handbook-21.pdf

Non-Resident Ph.D. on Distance Register

Eligibility

Distance learning is an arrangement which may be granted, by the Dean of Graduate Studies, on applicant by the relevant applicant and with the consent and approval both of his or her prospective supervisor(s) and the Director of Teaching and Learning (Postgraduate) in the relevant School.

Remote supervision is an arrangement which is granted in extraordinary circumstances on the particular academic merit of the proposed research project requiring the student to be in residence outside of Dublin for more than 50% of their time on register. There must be an academic requirement, as opposed to a preference, to undertake the research abroad.

Mandatory Conditions

From September 2024, students must attend the Trinity campus in Dublin for three mandatory components of their PhD over the course of their studies. Students must be present on campus for a four-day orientation and induction programme in early September. They must also attend for their Confirmation Interview approximately halfway through their studies and their Viva Voce examination at the end of their studies.

An applicant will only be admitted to the distance learning register, subject to the following conditions:

(a) Applicants must confirm, on the relevant Non-Resident PhD application form, that they are aware that, by studying on a

'distance' basis, this will limit their networking capabilities, the reality of their access to student services (for example counselling, disability) and also their likelihood of gaining teaching experience.

(b) The relevant school DTLPG and the student's supervisor(s) must confirm on the relevant application form that they approve of and consent to this process and that the applicant has been interviewed by both the DTLPG (or his or her nominee) and the supervisor and that both are agreed that this is a suitable candidate for non-residency PhD status.

(c) The relevant supervisor/DTLPG must confirm, on the relevant application form that, having interviewed the student, they are content that the student has sufficient resources in their home location (including IT resources, time and access where appropriate to local library resources) to undertake a PhD successfully

(d) The relevant DTLPG/Supervisor must confirm, on the relevant application form that that they are content that there is adequate administrative support within the school to ensure that the student can be adequately catered for

(e) Applicants to the distance register and their prospective supervisors must agree a supervision plan prior to the applicant being offered a place on the register. The relevant DTLPG/Supervisor must confirm, on the relevant application form that such a supervision plan has been agreed. The supervision plan includes the individualised agreement between the supervisor(s) and student of the requirements of being physically present at the University annually or during the year.

(f) All students on the 'distance' register, must have mandatory zoom or equivalent meetings with supervisors on a prescribed basis but no less frequently than once every four weeks.

(g) Our Ph.D. programme follows a structured model and those

studying from a distance

Our Ph.D. programme follows a structured model and those studying from a distance will need to achieve at least 20 ECTS of taught credits to meet those requirements.

Five of these credits will be fulfilled by completing the mandatory Induction and Orientation module (commencing September 2024) with five more being fulfilled by the Research Integrity and Impact in an Open Scholarship Era module, which all Ph.D. students must complete. 10 credits must be achieved by completing modules with the agreement of your Supervisor. A full list of these modules can be found here; https://www.tcd.ie/graduatestudies/students/research/structured-phd-modules/ . Before selecting a module, students should check that the module can be taken online i.e., that lectures and assessment can be undertaken remotely. Non - Resident PhD students are advised to consider the Planning and Managing Your Research Process (PMRP1001) module when agreeing module options with their Supervisor

(h) All students on the distance register should also regularly

participate in organised webinars and zoom conferences with other

students as recommended and where possible.

(i) All students on the distance register must engage electronically with

members of their thesis committee in the preparation of annual

reports

(j) All students on the distance register must present physically at the

university for both their confirmation hearing and for their eventual

viva voce exam.

(k) Students on the distance register may not be eligible for any

university funding models (for example the internal PhD awards) in

that their costs of participation will presumably be less than

students who have to pay rent/attend physically.

(l) The student must present physically at the University during the

first year of registration in order to make a presentation of the PhD

programme of research to members of academic staff, the

appointed thesis committee and fellow students at the School of

Psychology and meet with appraisers on the thesis committee in

the preparation of annual reports. (September entrants will present in April in Hilary term of that same academic year; March entrants will present in December in Michaelmas term of the following academic year).

(m) The supervisor may determine if there is a requirement that the student be registered with and have access to the materials of a local university library with appropriate resources for that student's study.

(n) The supervisor may determine in conjunction with the DTLPG if there is a necessity for the student to be mentored by an appointed adjunct supervisor or "local advisor" in an appropriate local university or other institution.

The student (with his or her supervisor/school's consent) may transfer from a Non-Resident distance PhD to a regular one if changes in circumstances occur.

Roles and responsibilities

Approval process

In the case of distance learning, approval happens at the point of application and subject to the conditions referenced above.

Following approval by DTLPG and Head of School, the complete application should be sent to Academic Registry for final approval. This decision is final and if rejected cannot be appealed.

Remote supervision plan

A detailed supervision plan will form part of the application from a potential supervisor to the Dean of Graduate Studies to permit remote supervision. The plan should be signed by student, supervisor, co-supervisor and approved by the DTLPG and Head of School prior to submission to Dean of Graduate Studies. This supervision plan must be finalised and approved before the remote research takes place. The plan will include the following:

- Details of when, and for how long, the prospective student will be present at Trinity.

- Plan of how the student will complete structured elements of PhD.

- Demonstration (by student and/or supervisor where applicable) that the remote location where the proposed research will be carried out is suitable and that resources required to carry out the research are in place. This includes risk assessment, health and safety and taking cultural elements into account.

- Schedule of meetings/interactions (minimum of 1 per month – skype, video conference where facilities are available, in addition to emails/phone calls);

- Schedule of visits to be undertaken by supervisor and/or co-supervisor to remote location (where applicable);

- Ethical approval(s) where applicable;

- Statement re access to data; and Intellectual property considerations.

- Statement regarding the secure transfer and storage of student data (see Regulations below).

The remote supervision plan should be reviewed and signed off twice yearly (including before the next registration of the student) by the student, supervisor and the co-supervisor. The plan may be amended, if appropriate, at these points. Amendments must be validated by DTLPG, Head of School and Dean of Graduate Studies as above.

Reporting/Monitoring of remote supervision

Six-monthly supervisory reports (including progress of research), in the same format as the Annual Report must be sent to the Office of the Dean of Graduate Studies. This must be accompanied by verification by the DTLPG in consultation with the Head of School that student, supervisor and co- supervisor have adhered to the supervision plan. Student-Supervisor/Co- supervisor interaction will be recorded as a log. Confirmation that the log-book is complete and up-to-date will form part of the supervisory report.

Access to services

When students are attending Trinity and resident in Ireland, they will have access to all services available to registered research students. However, when resident at a remote location, level of access will be necessarily different.

Regulations

Students working remotely are subject to all regulations pertaining to research students as per The University of Dublin Calendar Parts I, II and III. Financial arrangements (including project costs) must be worked out with the School. All students that have been supervised remotely are required to attend for their viva voce examination in Dublin (at a location organised by the DTLPG). Travel and other costs will be borne by the student, unless there is a prior agreement with the School.

Students working remotely will not normally be eligible for College Studentships (under Irish tax regulations).

- Intellectual property associated with the project in accordance with Trinity regulations unless a prior agreement between Trinity and the Institution where the remote supervision is taking place has been set up.

- Student data associated with the project (i.e., personal information, research reports, copies of thesis) is subject to data protection legislation, specifically the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR), notwithstanding the physical location of the supervisor/assessor.

Please note that although every effort has been made to ensure the accuracy of the contents of this Handbook, it is not a legally binding document and the School of Psychology reserves the right to modify any element, subject to the normal regulations of the university. In the event of any conflict or inconsistency between the General Regulations of the Board and this Handbook, the provisions of the General Regulations shall prevail.